

Citibank® Electronic Reporting System

Quick Reference Guide

Accessing Citibank® Electronic Reporting System

Direct Access

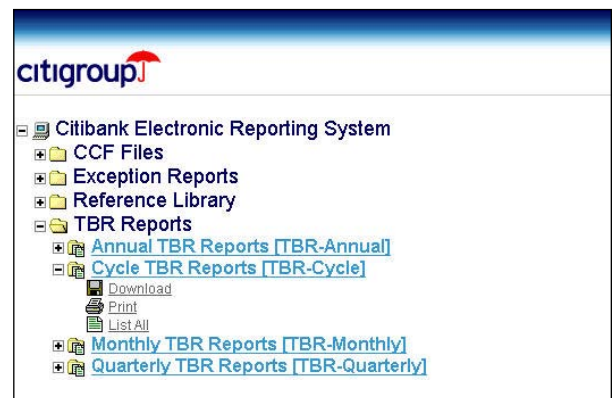
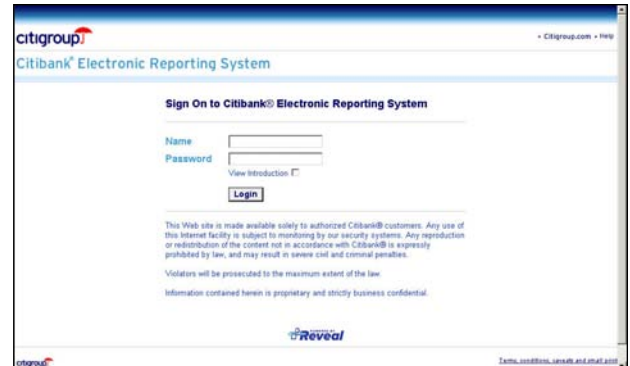
- > Type in the URL
<https://www.electrpts.cards.citidirect.com>
- > Enter your assigned name and password
- > Click **Login**

Access through the CitiDirect® Card Management System

- > From the menu bar, select **Reporting**
- > Select **Citibank Electronic Reporting System**
- > You will arrive at the Citibank Electronic Reporting System login page
- > Enter your assigned name and password
- > Click **Login**

Important Tips

- > The first time you login, you will be required to change your password
- > Your password must be at least 6 alphanumeric characters and contain upper and lower case letters
- > You will be prompted to change your password every 90 days



TBR Reports

Accessing TBR Reports from the Folders Page

- > TBR reports are listed on the folders page by frequency
- > Reports available will depend on your entitlement
- > A plus or minus sign allows you to expand or collapse the branch
- > To view the list of generations available online, click on **List All**
- > The most recent generation will always appear on the top
- > To view a report, click on the desired generation

Online Retention of TBR Reports

Report Frequency	Cycle
Monthly /Month-End	180 days/6 months
Quarterly (Fiscal/Calendar)	365 days/12 months
Annual	730 days/24 months
Fiscal Year-End	730 days/24 months

continued >>



Minimum Requirements

- PC with Pentium® processor 133 Mhz, 64 MB Ram, 250 MB memory, Microsoft® Windows® 95 or higher with Internet access through Microsoft® Internet Explorer 5.x or Netscape® Navigator 4.x, and 128-bit SSL encryption capability
- Adobe® Acrobat® Reader® to view, download and print reports in PDF format

Menu Bar

Page

- Displays the total page count for report
- Go directly to the page by entering the page number
- Navigate between pages by clicking on forward or back buttons

Find

- Enter the criteria in the search box
- System displays total matches found in the report
- To view matches, navigate between pages by clicking on forward or back buttons

Zoom

- The zoom option increases the type size

Index

- Dropdown list displays all reports available to the user
- Go directly to the report you want to view by clicking on it
- The list of reports displayed depends upon your entitlement

Print, Download and Options

- To download or print a report click on the **Download** or **Print** buttons
- Select page range, report or entire document
- Select format — text or PDF
- For PDF format, select font size and page layout
- Click **OK**
- Click **OK** again to save the document to disk
- Options include adding or removing the green overlay bar

Signing Off

- Click on **Sign Off** to log out of the system

Help

- For navigation tips and information on how to use the system, click on help on the top right of the navigation bar

The screenshot shows a web browser displaying a Citigroup report. The report title is 'CORPORATE INDUSTRIES ATLANTIC SALES Annual Account Analysis'. It includes a navigation bar with 'Page', 'Find', 'Zoom', and 'Index' options. The main table lists monthly transactions for the year 2000, with columns for Month, Purchases, Cash Advances, Misc. Debits, Payments, Misc. Credits, and Current Balance. The report is for Card # 0101-0310 and Unit # 90999-90998.

Month	Purchases	Cash Advances	Misc. Debits	Payments	Misc. Credits	Current Balance
Subtotal DEPARTMENT ATLANTIC SALES	107112.76	0.00	0.00	0.00	0.00	0.00
February	148871.87	0.00	1460.00	101364.95	1877.87	102235.09
March	80920.31	0.00	0.00	121853.57	13259.35	82957.66
April	68181.05	0.00	0.00	75151.20	5612.64	70574.67
May	116098.66	0.00	0.00	56991.50	9496.48	120185.55
June	92616.24	0.00	0.00	110275.09	17277.78	89268.22
July	132734.15	0.00	0.00	92637.09	15040.61	122924.67
August	102385.31	0.00	0.00	107365.08	19310.86	103824.04
September	94049.87	0.00	0.00	95035.18	46449.27	56399.46
October	93967.04	0.00	0.00	44434.71	8815.96	95075.85
November	68156.11	0.00	0.00	70982.10	6894.95	85155.02
December						

Customer Service

Should you require assistance with the Citibank Electronic Reporting System, contact the Citibank help desk toll free at **1-800-790-7206**, option 2, or outside of North America, collect at **904-954-7850**. You can also call these numbers, without specifying the option number, for assistance with cards and/or statements.